



## No-Show/Cancellation Policy

In order to provide sound stewardship of limited Commission funds, the Commission adopts the following policy, effective when adopted.

When Commission funds are used to support training, technical assistance and/or travel to any Commission-sponsored event, and a commitment has been received via registration or RSVP from a potential participant, the Commission may bill the participant for the cost to the Commission should the participant not show or cancel within the required cancellation period.

When the Commission has purchased non-refundable and non-transferable tickets or registrations, and the participant does not attend, with or without notice, the participant may be billed the cost to the Commission.

Any such decision may be appealed to the full commission in writing and in time to be placed on the regular agenda.

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